



Volunteer Fire Academy Application - 2016

101 E. Sonny Drive
Leander, TX 78641
512-528-2886

Member Applicant Name _____ Date _____ Date Received _____
Office Use Only

Contents of Application Packet

This packet is for those applicants wishing to join Leander Volunteer Fire Department as a Volunteer Firefighter after completion of the academy.

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Section 1 – Personal Information

Name: _____ Nickname: _____
First Middle Last

Are you 18 years of age? *Circle one YES / NO* Citizen of US? *Circle one YES / NO*

Date of Birth: ____/____/____ Gender: *Circle one Male / Female*

Address: _____
Street Apt #

City, State, Zip Code

Have you lived out of the state of Texas in the past five years? *Circle one YES / NO*

If yes, please list state(s) or country: _____

Have you been convicted of any offense within the past five years? *Circle one YES / NO*

If yes, please explain (attach additional pages as needed): _____

Cell Phone Number: (____) ____ - ____

Home Phone Number: (____) ____ - ____

Work Phone Number: (____) ____ - ____

Email Address: _____

Driver's License Number: _____ Class: _____ Expiration _____

Social Security Number: _____

Are you current on all Immunizations? *Circle one YES / NO*

***Please provide a copy of your shot records**

Tell us how you learned about the Volunteer Fire Academy with Leander Fire Department:

(For example, brochure, flyer, Facebook, Twitter, website, staff member (please list), or if other, please list:

Section 2 – A. Texas Criminal History Record

You are responsible for any costs associated with obtaining these documents. You can call the Crime Records Service of the Texas Department of Public Safety. You can call their office in Austin at 512-424-5079, option 5 for hours, locations, and fees. Please allow up to two weeks for your requests to be processed.

1. Provide us with an original of your Texas Criminal History Record ~\$29.95
2. Provide us with an original fingerprint card ~\$9.95

Section 2 – B. Driving Record

Obtain your driving record online through the Texas DPS website at a cost of ~\$7.50. Please get the List of All Accidents and Violations in Record (Type 3). <https://www.texasonline.state.tx.us/tolapp/txldrcdr/TXDPSLicenseeManager>

Section 2 – C. Authorization for Driving Record and Criminal History Check

I hereby authorize the Leander Fire Department to check and review my Driving Record and Criminal History. These records are private and confidential and will be handled in accordance with the City of Leander Records Management Policy. I understand that this record check will be part of my permanent record with the Leander Fire Department. The record will be reviewed as part of my affiliation (volunteer or employment) with the Leander Fire Department.

I understand that as a member of the Leander Fire Department, my Driving Record and Criminal History may be reviewed on a regular basis.

I understand while this is optional that failure to allow this check may lead to limited or prevention of my involvement or employment with the Leander Fire Department.

I understand that signing this does not waive Sections A & B above for which I am responsible to obtain.

I _____ *Circle one* **DO / DO NOT** authorize the check of my print full name Driving
Print Full Name Record and Criminal History.

Signature Date Signed ____/____/____

*Criminal history, fingerprint card and driving record should be dated within 60 days of submission and included inside your applications

Section 3 – Education and Civic Information

Member Applicant Name

Education:

Please mark all degrees obtained:

- ☐ High School Diploma/GED
- ☐ Some College
- ☐ Fire Academy (ACC, Oakhill, etc.)
- ☐ Technical Degree
- ☐ Associate's Degree
- ☐ Bachelor's Degree or Higher
- ☐ Other – _____

Please describe any other training, specialized education, skills or abilities that you feel would enhance your application:

Civic:

Please describe any civic or community service activities in which you have participated that would make you stand out above other applicants: _____

Please describe any awards, honors, or distinctions that you have received: _____

Attach copies of diplomas, training certificates, awards or other applicable certificates that you feel will enhance your application as a volunteer member of Leander Fire Department (see page 5 for a listing of some, but not all certificates that you may have.)

Section 4 – Certification Information

Member Applicant Name

Fire & Medical Certifications: Please mark **highest** certification level. **Copies of certifications must be included with your application to prove completion of any of the following.**

State Firefighters' and Fire Marshals' Association of Texas:

- ☐ None
- ☐ Module 1 (Intro)
- ☐ Module 2 (Basic)
- ☐ Module 3: Firefighter I (Completion)
- ☐ Module 4: Firefighter II (Advanced)**
- ☐ Master

Texas Commission on Fire Protection:

- ☐ None
- ☐ Basic**
- ☐ Intermediate
- ☐ Advanced
- ☐ Master

American Heart Association

- ☐ None
- ☐ CPR*

Texas Department of State Health Services:

- ☐ None
- ☐ ECA
- ☐ EMT – B*
- ☐ EMT – I ☐ EMP – P/LP

FEMA ICS Courses*

<http://training.fema.gov/EMIWeb/IS/crslist.asp>

IS-100b Introduction to Incident Command System
IS-200b ICS for Single Resources and Initial Action
IS-700a National Incident Management System NIMS
IS-800b National Response Plan NRP

*Denotes minimum requirements for Fast Track program

**Minimum Fire Certification for Fast Track can be either SFFMA or TCFP Volunteer Membership

Section 5 – Experience

Member Applicant Name

Name Employment or Volunteer Experience:

Current or most recent employer: _____

Dates employed from/to: _____

Position/Title/Rank: _____

Job Responsibilities: _____

Previous employer: _____

Dates employed from/to: _____

Position/Title/Rank: _____

Job Responsibilities: _____

Previous employer: _____

Dates employed from/to: _____

Position/Title/Rank: _____

Job Responsibilities: _____

Please describe any previous fire or EMS experience, including department names, your ranks or positions held in each organization. _____

Section 6 – Character References

Member Applicant Name

Please provide the names and contact information of three individuals (not family members).

Name: _____

Phone Number: (_____) _____ - _____ Email: _____

Relationship: _____ Length of time known: _____

Name: _____

Phone Number: (_____) _____ - _____ Email: _____

Relationship: _____ Length of time known: _____

Name: _____

Phone Number: (_____) _____ - _____ Email: _____

Relationship: _____ Length of time known: _____

Section 7 – General Requirements

Requirements to enter the Volunteer Fire Academy

Qualifications:

1. Must be 18 years of age or older
2. Must possess a valid driver's license and auto liability insurance
3. Must have a good driving record
4. Must have no felony convictions and no Class B (or greater) misdemeanor convictions in the last 10 years
5. Must be in good physical condition
6. No prior experience is required

Physical Requirements:

1. Must be able to lift, move, and climb ladders
2. Must have ability to climb through rafters, on roofs, and through small spaces
3. Must be able to open and close valves and be able to advance with charged hose while discharging water
4. Must be able to carry heavy loads up and down stairs
5. Must be able to run and drag hose
6. Must be able to hear alarms and respond
7. Must be able to effectively communicate via two-way radio and over the phone
8. Must be able to grasp and effectively use hand tools such as chain saws, pike poles, axe, rope, shovel, etc.

Section 8 – Other Information

(For individuals entering the academy with the intent to be volunteers with Leander Volunteer Fire Department and who will sign the promissory note agreeing to the terms if they do not complete the academy or leave prior to one year of volunteer time after completion of the academy.)

Immunizations

Please submit all records. Based on your agreement, Leander Fire Department will review and get you up to date on the following immunizations: TB, MMR series, Varicella series (Chickenpox), Tetanus, Hepatitis B series, and the seasonal flu vaccine.

Physicals

Based on your agreement with volunteer, Leander Fire Department will be responsible for the cost of your initial physical exam for entry into the academy.

Uniform

All Cadets will be expected to wear a uniform to class. The department will provide uniform shirts, name plate, bunker gear, and Wildland gear. Due to your agreement to volunteer with LFD, we will also be responsible for the purchase of your boots, belts, and pants. All uniforms and gear are the property of Leander Fire Department. If the student leaves the department, all gear must be returned within 48 hours or it will be considered stolen and law enforcement will be notified.

Text Books

A Fire Academy book will be loaned to you.

Other Fees

For cadets entering with the purpose of being volunteers, and who are under contract as such, SFFMA testing fees are covered.

Promissory Note

Upon acceptance to the academy you will be required to sign a Promissory Note. This note is a binding agreement with you and the Leander Fire Department and Leander Volunteer Fire Department. You will agree that after attending and completing the academy you will volunteer at LFD for one year. If you do not complete the academy you will owe the outstanding balance. If you complete the academy and do not complete your volunteer term you will be responsible for the full amount. The value of the Academy stands at \$5215.00 at this time.

About Volunteer Firefighting at LFD

Other Requirements after academy completion and completion of an EMT B certification:

1. Meet department training requirements. Training opportunities are offered via internet, shift training, and through local, state, and regional courses after completion.
2. Meet minimum shift requirements. Shift schedules are from 7am-6pm and from 6pm till 7am, 7 days a week. Volunteers are eligible for the full 24 hour shift or the partial shift stated.
3. Members should respond when available, to stations when called in for station coverage. This occurs when first out units are on large-scale calls, including fires, major car accidents, or other incidents that require a unit to be out of service for a significant length of time.
4. Participate in other department events as required or available. These include, but are not limited to, community events, public education, picnics, birthday parties, and event standbys.

Section 10 – Acknowledgement

Member Applicant Name _____

READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING AND DATING IN THE SPACE BELOW.

1. I certify that all information provided by me in connection with my application whether on this document or not, is true and complete, and I understand that any misstatement, falsification, and/or omission of information shall be grounds for dismissal from the department. I am responsible for filling out my application in its entirety with appropriate supplementary documents as requested by the department. I understand applicant packets that are not complete may not be given consideration for membership.
2. I understand the purpose of this application is to apply for Leander Fire Department's Volunteer Fire Academy. Upon completion of the academy I am expected to volunteer for a year per agreement with Leander Fire Department in order to have tuition, supplies and other stated fees waived. I understand there will be a financial liability up to \$5215.00 for not meeting the obligations set forth once I am accepted into the academy and sign the Promissory Note.
3. I authorize any persons or organizations referenced in this application to give you any and all information personal and/or otherwise, with regard to any of the subjects covered by this application, and I release all parties from liability from damages which may result from furnishing such information to you.
4. I have read and understand the physical requirements of a volunteer firefighter. I can physically meet the requirements of the position. I understand that if I have a pre-existing medical condition, illness, or injury, that it is recommended by the Leander Volunteer Fire Department, Inc., Leander Fire Department, and the City of Leander that I receive approval to participate in the fire department activities from my personal physician.
5. I understand the course is tentatively set to run October, 2016 through March, 2017. I understand the schedule is Tuesday and Thursday evenings from 6-10pm and every other Saturday for 8 hours. This is subject to change based on department staffing schedules, but a formal schedule will be given on the first night of my class. If selected I will make arrangements to adhere to the schedule and be on time and present for class.
6. I will allow the entire application period for the processing of my membership application. I understand I will be notified by e-mail of my application status. The next step in this process will be a panel interview which I will be notified by phone of my appointed time.
7. I understand the Leander Volunteer Fire Academy is not a commissioned course. I understand that candidates that complete SFFMA FF II testing through LFD may be eligible to challenge the TCFP commission test. The commission test is required to be employed as a Firefighter in the state of Texas. To challenge, a Firefighter must submit SFFMA FF II certification and DSHS EMT B or higher, then take the appropriate written and skills testing.

Date Signed ____/____/____ Signature _____

Application Checklist for those wishing to volunteer with LFD after completion of academy:

_____ Completed Application

_____ Vaccination Records

_____ Copies of All Certifications

_____ Background Packet (criminal background, fingerprint card, driving record, within 60 days of application submission)

_____ All documents are filled out fully and signed where applicable

_____ All documents are in a 9"x12" envelope and submitted to Fire Administration on 101 E. Sonny Drive in Leander, Texas by Friday, September 2nd, 2016.

Please direct all questions to our Outreach Coordinator:

Jill Nalley
512-528-2886
jnalley@leandertx.gov

You may also find helpful information on our website or Facebook:

<http://www.leandertx.gov/fire>

<https://www.facebook.com/LeanderFire/>